NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
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ARMY BULLETIN NO. 5   **27 January 2006**

POLICIES AND PROCEDURES FOR HANDLING POSTAGE METERS (G6)

1. As of 17 Jan 06 there will be a change in the handling of the postage meters. Postage meters will only be refilled once a month for the allotted amount. The allotted amounts can be found on the server at \\Ngnj-34256-nas\public\G-6\IT Spt & Svcs Div\Postage. The amounts may appear smaller than previously published because these are now monthly amounts rather than quarterly.

   a. This is to ensure that all units get an equal chance to use their allotted postage.

   b. Allotted amounts were determined by several factors including: overall postage budget, size of unit supported and prior usage of the postage meters.

2. United States Postal Service (USPS) requires that all postage meters conduct a meter inspection or refill at least once every 90 days. Failure to do this can cause an interruption of service. Procedures for refilling your postage meter or conducting a meter inspection can be found on the Pitney Bowes web site at www.pb.com.

3. Quarterly reports will also be due showing how much postage was used. Quarterly reports are due by 5 JAN, 5 APR, 5 JUL, and 5 OCT respectively. This is a National Guard Bureau requirement. This form can also be found on the server at the above mentioned address. Forms should then be forwarded to the Chief, Admin Services at steven.brill@nj.ngb.army.mil.

4. Request for increase in postage allotment, additional postage meters or movement of postage meters should come from the Commander or Administrative Officer (AO) of the unit supported and be addressed to the G6.

5. All other concerns with postage should be addressed to the Helpdesk at (609) 562-0100.

6. POC for this is 2LT Steven Brill at (609) 562-0120.

OFFICIAL: GLENN K. RIETH
                                                       Major General, NJARNG
                                                       The Adjutant General

STEPHEN J. HINES
COL, GS, NJARNG
Chief of Staff

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